



TITLE OF POLICY

Tuition Refund Policy

PURPOSE AND SCOPE

The purpose of this policy is to establish the parameters for refunding tuition, fees, and health insurance payments in the event of cancellation of or withdrawal from medical school.

RESPONSIBLE PARTY AND REVIEW CYCLE

The Office of the Registrar within Student Affairs reviews the policy on an as-needed basis, and Education Committee approves it.

LCME REFERENCE(S)

LCME 12.2: Tuition Refund

HISTORY OF APPROVALS AND UPDATES

Approved by Education Committee January 2019.

DEFINITION(S):

For definitions of cancellation, types of withdrawals, and suspension, visit

<https://registrar.unc.edu/academic-services/policies-procedures/university-policy-memorandums/upm-7-cancellation-withdrawal-and-suspension/>

POLICY

Tuition and Fee Refund

The School of Medicine (SOM) follows the tuition refund policy set by the University of North Carolina at Chapel Hill, Office of the Registrar and Office of Finance and Operations.

- **Cancellation:** A cancellation is, in effect, the same as not having a registration at all. No entry is made on the permanent record and no tuition or fees are charged.
- **Withdrawal:** Withdrawal is dropping ALL classes after classes have begun. Withdrawal from the University results in a prorated refund. In case of withdrawal from the University, tuition and fees will be prorated according to the withdrawal refund calendar set by the University. The University provides a weekly schedule, by percentage, to calculate a prorated estimated refund. To view the University's withdrawal schedule, visit <https://cashier.unc.edu/tuition-fees/important-dates/>



- NOTE: if you have financial aid, some or all of your awards may have to be returned.

Refund of Health Insurance Payments

If a student cancels/withdraws from school within the first 31 days of the plan semester effective date (August 31 or January 31): the student will be canceled from the Student Blue plan and the premium will be removed from their University account. Any insurance benefits paid will be recouped by the insurance vendor. An exception can be made in the event of a student illness or injury and the student can remain on the plan and the premium will stay on their University account. This determination is made case by case.

If a student cancels/withdraws from school after the first 31 days of the plan semester effective date (September 1 or February 1): the student will remain on the Student Blue insurance plan until the semester termination date (December 31 or July 31) and there will be no premium refund. If a student receives an approved waiver before the semester waiver deadline, the premium will be removed from their University account

Students that do not complete the University Registrar's withdrawal or cancellation process before the end of the semester waive and enroll period will be responsible for the student insurance premium. The student insurance premium will not be removed for a withdrawal or cancellation retroactive to a past semester.

Refund of Disability Insurance Payments

The SOM pays all disability insurance fees for students, thus no refund is necessary.

School of Medicine Assistance

Representatives from the SOM Office Student Affairs meet with each student considering cancellation, withdrawal, or leave of absence. During this meeting, representatives notify a student of relevant policies, change in enrollment status, and financial aid options.

REALTED POLICIES AND PROCEDURE(S):

To review the University's Withdrawal and Cancellations Policies, visit <https://registrar.unc.edu/academic-services/withdrawals-cancellations/>



UNC
SCHOOL OF MEDICINE

Office of Medical Education
4068 Bondurant Hall
Campus Box 7321
Chapel Hill, North Carolina 27599-7530
Phone: (919) 843-3641 Fax: (919) 962-2027